

## **Background**

Young Bristol supports a number of Community Youth Clubs across the City and is seeking to recruit on behalf of these organisations Part time Sessional Youth Workers to further support and develop this provision.

All posts will be subject to satisfactory references, completion of an Enhanced Disclosure Barring Service (DBS) and attendance at accredited Child Protection and Safeguarding training.

Below is a generic job description setting out the key tasks.

## **JOB SPECIFICATION**

### **JOB TITLE**

Part Time Sessional Youth Workers (2 sessions per week)

### **RATE OF PAY PER SESSION**

In line with role, experience and qualifications post holder can earn between £28.50 – £32.28 per session.

NOTE: Each session is normally three hours in duration, which includes a period of compulsory pre and post written review.

### **JOB PURPOSE**

Under the direction of the Senior Youth Worker, to promote appropriate programmes which will encourage the personal, social and informal educational development of the members who attend the Club.

### **LOCATION(S)**

The Grove @ Bedminster Down, 27A Cheddar Grove, BS13 7EN and BS14 Youth Club, Stockwood Lane, BS14 8SJ

### **DUTIES & RESPONSIBILITIES**

1. In liaison with the Senior Youth Worker, assist on Club evening(s) and occasional weekends by planning and organising an appropriate and relevant Club programme that is predominately member led.
2. To promote and encourage member participation, decision making and responsibility amongst the membership.
3. To develop understanding of key needs and priorities of members and form appropriate professional relationships with members.
4. To deliver support, advice and guidance using best practice in such areas as sexual health, drugs/alcohol, C- card, Health and Well-Being etc.



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5. To attend staff meetings and training sessions as deemed necessary by the Senior Youth Worker or Management Committee.
6. To take positive steps to counter discrimination, however and wherever it occurs.
7. Under the direction of the Senior Youth Worker, administer all monies raised and disbursed by the Club in accordance with the Clubs policies and procedures and to undertake any administration as is necessary for the smooth operation of the Club and/or programme.
8. To assist with organising, coordinating and supervising fundraising activities of the Club.
9. To assist the Club with working towards acquiring Quality Assurance Accreditation.
10. To carry out such other duties as may be requested by the Senior Youth Worker or Management Committee.

### **QUALIFICATIONS & EXPERIENCE**

Applicants should ideally already hold either a national qualification in Youth Work or be prepared to study towards achieving an NVQ in Youth Work through part-time study. However, experience and a passion for working with young people are as important in the first instance.

### **SUPPORT RECEIVED**

Support will be received from the Senior Youth Worker and other relevant partner organisations.

### **ESSENTIAL SKILLS AND ABILITIES:**

- Able to provide members with enjoyable, stimulating and challenging experiences.
- Able to provide members with appropriate information, advice, support and challenge and refer them to specialist help when required.
- Able to establish and maintain positive, professional relationships with members, including agreeing limits of acceptable behaviour.
- Ability to use a variety of approaches to engage members and ensure their voice is heard and where appropriate and possible acted upon.
- Commitment to equalities and anti-discriminatory working practice.
- Prepared to work evening and occasional weekends.

### **TERMS AND CONDITIONS:**

- The evening youth work session(s), which are normally a minimum of 3 hours in duration, will be worked from a community youth club setting.
- The post holder will adhere to all Club/YB work Policies and Procedures.
- The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and two satisfactory personal references.



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- Probationary period of 3 months during which time the post holder must attend induction training in Child Protection and Safeguarding provided through Bristol Safeguarding Children Board. NOTE:- *Club/YB will pay for this training, together with the individuals DBS check.*

*\*Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement).*